EMPLOYMENT OPPORTUNITIES

We are pleased to announce the executive and rank and file plantilla vacancies for filling-up. Attached are Annexes "A" and "B" for the List of Executive and Rank and File Plantilla Vacancies, respectively.

Below are the Guidelines for the Qualification Requirements, Submission of Application and Other Reminders. **Please take note of the procedure on the submission of application thru the eRecruitment Menu/Portal.**

QUALIFICATION REQUIREMENTS

All applicants must meet the minimum Qualification Standards (QS) of the position (Annex C) and must be compliant to other internal rules **as of the date of assessment of application**. The date of assessment for all positions shall be on the tenth (10th) working day after the application deadline.

The applicants shall be assessed based on the following factors:

- Education, Experience, Training and Eligibility (EETE):
  CSC-approved QS for EETE for the position

- Performance Rating:
  Applicant should have obtained at least Very Satisfactory (VS) performance in the last two rating periods for semestral performance assessment (2nd Semester of 2025 and 1st semester of 2026)/one rating period for annual performance assessment (2025) prior to the date of assessment or screening for promotion or transfer.

OTHER REQUIREMENTS:

1. Applicant must not have more than one (1) relative in the SSS within the third degree of consanguinity or affinity. He/She must not apply to a vacancy of a unit or office where the relative is the head of office or immediate supervisor.

2. An employee may be promoted to a position that is within three (3) salary grades, pay, or job grades higher than the employee's present position except when such appointment falls within the purview of any of the instances as provided in Sec. 100 of CSC Memorandum Circular No. 08, s. 2025.

3. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

4. CSC Revised Rules on Administrative Cases in the Civil Service (RRACCS) shall be followed.

APPLICATION REQUIREMENTS

1. Submission of application shall be within 10 calendar days reckoned from the day after the date of the announcement. Said deadline may be extended if it falls on a weekend, holiday, or there is suspension of work within the application period.

2. Applicants can apply to only one vacancy.

3. Below are the required forms and documents:

   a. Required Forms:

REQUIRED FORMS	EXTERNAL APPLICANT/ JOB ORDER WORKER	NO. OF COPIES
1. Application Form for Promotion/ Appointment	Downloadable from eRecruitment Portal	Original copy
2. Personal Data Sheet (PDS)		Two (2) original
3. Work Experience Sheet		Two (2) original

Reminders on the accomplishment of required forms:

- All forms should be **completely and properly filled out. Do not leave blank entries.** Indicate **N/A** if not applicable (do not leave any field blank or unanswered).
- Relative in SSS regardless of degree of affinity/consanguinity **MUST** be declared in the Application Form (including Job Order Workers).
- Date of accomplishment must be **within the application period of this announcement (01 September 2026 to 11 September 2026)**.
- Improper accomplishment of forms will not be processed.

Personal Data Sheet (PDS) (CSC Form 212, Revised 2025)

- Must bear the **wet signature/e-signature** of the employees and date of accomplishment at the bottom of every page with latest passport size picture or unfiltered digital picture (4.5 cm. x 3.5 cm) taken within the last six (6) months (white background, business attire).
- For Educational Background:
  - Indicate FULL name of schools. DO NOT ABBREVIATE.
  - For Elementary Level, indicate PRIMARY EDUCATION if graduated.
  - For Secondary Level, indicate HIGH SCHOOL if graduated under the old curriculum; or JUNIOR HIGH SCHOOL or SENIOR HIGH SCHOOL if graduated under the K-12 curriculum.
  - Indicate in FULL all courses taken in college (e.g. Associate in Arts, AB Economics, BS Psychology, MA in History).
  - If graduated for every level, indicate year of graduation.
  - If not graduated in any level, indicate the highest grade, level or units earned.
- For Work Experience:
  - Indicate all positions held both in the public and private employment starting from current work.
  - Indicate FULL position titles and COMPLETE NAME of department/agency/office/company. DO NOT ABBREVIATE.
- PDS must be notarized by Notary Public OR for government employees, signed/certified by Administering Officer (Department/Branch/Office Head), signature over printed name.
- The Work Experience Sheet should be accomplished as a required attachment to the PDS.
- For other guidelines in filling out of Personal Data Sheet, please refer to Annex H-3 of CSC MC No. 08 s. 2025. This is also available in the eRecruitment Menu upon log-in under" Reminders" and on the upper right side of the screen of the Personal Data Sheet side menu, marked as "Guide".

Note: The eRecruitment Portal is supported by the "Guide to Filling Out the PDS" to guide employees and applicants in the accomplishment of the fields introduced in the said PDS form.

b. Documentary Requirements:

i. Proof of Eligibility
- Report of rating/license/certificate of admission to the Bar/certificate of eligibility/eligibility card (authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's (PRC)'s Licensure Examination and Registration Information System (LEARIS), or Supreme Court of the Philippines (SC) Lawyer's List)
- For positions involving practice of profession, **valid professional license** is required.

ii. Proof of Education
- Transcript of Records (Bachelor's Degree and Master's Degree)
  For **recently** completed educational degrees, a certification of completion of all course requirements by the School Registrar may be submitted pending the release of the Official Transcript of Records by the school

iii. Proof of Work Experience
- Signed certificates of employment from the employer or authorized HR representative (with indicated start and end period of employment per position declared in the PDS)
- Official and certified duties and responsibilities (per employer and position)
- Certifications/Personnel Orders of current and previous designations, if any, relevant to application (signed by the employer or authorized HR representative)
- Service Records, if any, in previous or current employment (signed by the employer or authorized HR representative)

iv. Proof of Training
- Signed certificates of trainings and seminars relevant to application (with indicated date/training hours)
- Modules of trainings and seminars

v. Others
- NBI and Police clearances (original copies) (for external applicants and JOW) (shall be required anytime within the period of assessment)

Reminders on the documentary requirements:
- Assessment shall be based on available and submitted documents during the application period.
- Any additional documents submitted after the application period will no longer be considered in the assessment.

4. Applications and documentary requirements submitted/uploaded **beyond the deadline shall not be considered** in the assessment of applications to the announced vacancies.

5. **Non-compliance to instructions and submission requirements shall be ground for outright denial of application.**

6. A written notice is required to be submitted immediately for a withdrawn application.

SUBMISSION OF APPLICATIONS AND UPLOADING OF DOCUMENTS
(Click https://www.youtube.com/embed/A34WukN89fk?feature=oembed as a guide)

1. Go to https://careers.sss.gov.ph/ and click "sign up" to create a user account.
2. Using the user account, file the application through the eRecruitment Portal.
3. Proceed to "Application Status" Menu to download PDS and Application Form. Only downloaded Application Form and PDS with ERecruitment Application (ERA) number visible in the upper right corner of the forms shall be assessed by the OPSD.
4. Print and keep two (2) original hard copies of the notarized PDS with Work Experience Sheet.
5. All forms and required documents mentioned above shall be uploaded in PDF format (15MB max) through the "File Uploading" Menu. The forms and documents to be uploaded shall follow the order in which they were enumerated in the checklist (under item no. 3 of Application Requirements). ***Make sure to check the completeness of scanned documents BEFORE uploading.*** Do not forget to click "Finalize Uploaded File" to submit your documents.
6. An email notification will be sent through your email acknowledging receipt of your application and confirming the successful uploading of the submitted documents.

DEADLINE FOR SUBMISSION OF APPLICATIONS:

- 01 September 2026 Announcement – Friday, 11 September 2026
- Additional Announcement of Vacancies* - Monday, 14 September 2026 (Vice President, Program Services Division (26EXEC0091)

Applicants who applied during the initial announcement must withdraw their previous application before applying under this addendum, as only one (1) vacancy may be applied for per announcement.

For further queries and concerns, please communicate with the following OPSD employees through the numbers indicated below:

+632 87097198 local 3520 - Mr. Lorenz Francis Junsay
+632 87097198 local 3522 - Mr. Brentzion Javewyn Abella

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).